

## **PUBLIC MEETING GUIDANCE AND DOCUMENTATION FOR STATE REVOLVING FUND / ARRA 2009 PROJECTS**

Prior to the approval of the facilities plan, a public meeting must be held to gain input from the public and to inform them about the project's financial impact.

### ***Example PUBLIC NOTICE***

The CITY/UD/WA/WWA  
will be conducting a PUBLIC MEETING  
on Date at xx:xx p.m. at Location  
to provide information about the CITY/UD/WA/WWA  
applying for a  
American Recovery and Reinvestment Act 2009  
Clean Water / Drinking Water State Revolving Fund Loan  
in the amount of \$x,xxx,xxx  
to build Project Description  
and the resulting impact on monthly water/sewer bills.

***It is noted that 40% of that amount will be in the form of principal forgiveness and will not have to be repaid.***

Questions prior to the meeting should be directed to  
Name  
at Telephone Number.

### **The following are minimum requirements for the advertisement for public involvement:**

The advertisement must be posted at least two weeks (14 days) prior to the meeting and include the following:

- The date,
- The time,
- The place of the meeting,
- The proposed project's title,
- The amount of the potential State Revolving Fund (SRF) loan for that project, and
- The intent to discuss how the loan will impact the monthly water fees.

The meeting must be scheduled in order to provide the public with the maximum attendance opportunity (weekday evenings after 6:00 p.m. or weekends).

The notice for the meeting must be distributed in a minimum of one of the following ways:

- Advertised in a local newspaper,
- Posted at banks, grocers, post offices, public library, and city hall,
- Publicized through the local television and/or radio stations, and/or
- Inserted with monthly water bills.

The following documentation must be submitted to the SRF Loan Program:

- A summary (transcript, audio or video recording, etc.) of the public meeting,
- A copy of the actual newspaper advertisement, and
- Proof of advertisement (Notarized Publisher's Affidavit) from the newspaper, radio, and television, as applicable.

Recommended topics to be discussed at the public meeting include the following:

- A complete description of the project,
- The project schedule,
- The short-term impact versus long-term benefits, and
- The project's impact on user fees regarding the repayment of the SRF loan, etc.